



Please type or print clearly
in blue or black ink

Received Date

Loan Payment Change Form

RS 5521

(Rev. 05/22)

NYSLRS ID

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Social Security Number [last 4 digits]

XXX-XX-

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Retirement System [check one]

Employees' Retirement System (ERS)

Police and Fire' Retirement System (PFRS)

Information About You		
Name: (First, Middle Initial, Last)	Former Name: (if applicable)	Telephone Number:
Address: (Including Street, City, State and Zip Code)		

Please review the attached Important Information page prior to submitting this Loan Payment Change Form.

My current loan payment amount is \$_____ per pay period

I would like to change my loan payment to:

- The minimum amount per pay period
- \$_____ per pay period, distributed to each loan as indicated in the table below

Date Loan Originally issued	Approximate Loan Balance	Current Loan Payment (Per Pay Period)	New Loan Payment (Per Pay Period)

Signature: _____

Date: _____

If you have any questions, access our website, <http://www.osc.state.ny.us/retire/members/loans.php> or call us toll-free at (866) 805-0990 or (518) 474-7736 in the Albany, New York area.

Important Information

Submitting Your Payment Change Request:

To verify your current loan payment amount(s) and to change your payment electronically, please access your *Retirement Online* account

If you are not able to submit an electronic payment change:

Fax the completed Loan Payment Change Form to: (518) 486-9877

Or, mail to:

New York State and Local Retirement System 110 State St
Albany, NY 12244

Disclaimer

If you choose a payment below the minimum calculated payment, your payment will be set to the minimum payment as it is required, by law, to have your loan paid in full within five years of the date the loan was originally issued.

If you choose a payment greater than your outstanding loan balance your request will be rejected.

If you are called to active military duty, special rules apply. Please contact our Call Center toll-free at (866) 805-0990 or (518) 474-7736 in the Albany, New York area.

Once your payment change request is complete, a notification will be sent to your employer instructing them to change the deduction.

It may take up to 4-6 weeks for your employer to process a loan payment change. Until the change is implemented, your employer will continue taking deductions at the current amount. These deductions are non-refundable and will continue to be applied to your outstanding loan(s).

*Social Security Disclosure Requirement

In accordance with the Federal Privacy Act of 1974, you are hereby advised that disclosure of your Social Security account number is mandatory pursuant to Sections 11, 34, 311 and 334 of the Retirement and Social Security Law. The number will be used in identifying retirement records and in the administration of the Retirement System.

Personal Privacy Protection Law

The Retirement System is required by law to maintain records to determine eligibility for and calculate benefits. Failure to provide information may interfere with the timely payment of benefits. The System may be required to provide certain information to participating employers. The official responsible for record maintenance is the Director of Member and Employer Services, NYS and Local Retirement System, Albany, NY 12244; call toll-free at 1-866-805-0990 or 518-474-7736 in the Albany Area.